

LAST REVISED DATE: 04/12/2016

General Information

Task	Process Information
Running the Revenue Detail Activity Report	<p>The Revenue Detail Activity Report displays detailed transaction information from the General Ledger, Billing, Accounts Receivable, and Accounts Payable sub-ledgers, where the source is a Revenue Account. This report also displays Deposit information by Payment Method, AP Revenue Refunds, and all Adjustment activity for your Business Unit and PCA.</p> <p>*This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.</p>





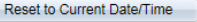



GEARS Navigation

Main Menu > General Ledger > General Reports > Revenue Detail Activity Report	
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1.0 Process

This document is intended to provide a quick reference to running the Revenue Detail Activity Report in GEARS.

STEP	ACTION	DETAILS
1.	<p>Create the Run Control ID. The first time you run the Revenue Detail Activity Report, you must create a new Run Control ID. Click on the Add a New Value tab.</p> <p>NOTE: A Run Control ID is the name that will be given to the saved parameters you select for the report. You can run the same report again in the future by selecting the same Run Control ID when using the Find an Existing Value tab. No spaces are allowed in the Run Control ID. In addition, the report parameters for a Run Control ID can also be changed after selecting the ID.</p>	<p>Revenue Detail Activity Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> <p>Revenue Detail Activity Report</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text"/></p> <p>Add</p> <p>To use a Run Control ID that you previously created, click the Find an Existing Value tab, and then click the Search button. A list of Run Control IDs appear.</p>

2.	<p>Enter a Run Control ID. In this example, "Rev_detail_act" is used as the Run Control ID.</p>	<p>Run Control ID: <input type="text" value="Rev_detail_act"/></p>														
3.	<p>Click the  button.</p>															
4.	<p>Specify the Report Parameters. The Report Request Parameters page displays. The report parameters determine what information appears in the report.</p> <p>Notes:</p> <ul style="list-style-type: none"> Fields with an asterisk (*) must be completed. Enter as many parameters as possible to limit the run time of the report. 	<p>Run Control ID: Rev_detail_act Report Manager Process Monitor </p> <div data-bbox="678 499 1528 821"> <p>Report Request Parameters</p> <p>Revenue Detail Activity Report</p> <p>*Business Unit: <input type="text" value="JUD04"/></p> <p>*Accounting Date From: <input type="text" value="01/01/2016"/> Accounting Date To: <input type="text" value="01/31/2016"/></p> <p>*PCA From: <input type="text" value="04010"/> *PCA To: <input type="text" value="04990"/></p> <p>*Account From: <input type="text" value="3011"/> *Account To: <input type="text" value="9654"/></p> </div> <table border="1"> <thead> <tr> <th>Field (Required)</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Business Unit</td> <td>Business Unit will always be JUDxx (your Batch County).</td> </tr> <tr> <td>Accounting Date From / To</td> <td>Enter the Accounting Date From (start date) for the data transactions to be included in your report, e.g., 01/01/2016. Accounting Date To (end date) will automatically default in based on the start date entered above.</td> </tr> <tr> <td>PCA From / To</td> <td>Enter the PCA or range of PCAs you wish to be included in your report.</td> </tr> <tr> <td>Account From / To</td> <td>Enter the account or range of accounts you wish to be included in your report (e.g., 3011 – Transfer Tax, 9654 – DC to CC Judgment, Lien, Appeal).</td> </tr> </tbody> </table>	Field (Required)	Description	Business Unit	Business Unit will always be JUDxx (your Batch County).	Accounting Date From / To	Enter the Accounting Date From (start date) for the data transactions to be included in your report, e.g., 01/01/2016. Accounting Date To (end date) will automatically default in based on the start date entered above.	PCA From / To	Enter the PCA or range of PCAs you wish to be included in your report.	Account From / To	Enter the account or range of accounts you wish to be included in your report (e.g., 3011 – Transfer Tax, 9654 – DC to CC Judgment, Lien, Appeal).				
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5.	<p>Run the Report. Click the  button.</p>															
6.	<p>Schedule the Process. The Process Scheduler Request page displays.</p> <p>These settings are system-generated. The correct Process Name, Type, and Format are automatically selected. The Report will run immediately.</p>	<p>Process Scheduler Request</p> <p>User ID: julia.travis Run Control ID: Rev_detail_act</p> <p>Server Name: <input type="text"/> Run Date: <input type="text" value="04/12/2016"/> </p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="11:13:12AM"/> </p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>AOC Revenue Bal Report</td> <td>AOCRVRPT</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p> </p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	AOC Revenue Bal Report	AOCRVRPT	SQR Report	Web	PDF	Distribution
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7.	<p>Click the  button.</p>															

8.	<p>Make Sure The Process Runs. The Report Request Parameters page displays.</p> <p>Make note of your Process Instance Number. In this example, the Process Instance Number is 812717.</p> <p>Click the Process Monitor link.</p>	<div>Run Control ID: Rev_detail_act Report Manager Process Monitor Run</div> <div>Process Instance: 812717</div> <div><div>Report Request Parameters</div><div>Revenue Detail Activity Report</div><div>*Business Unit: JUD04</div><div>*Accounting Date From: 01/01/2016 Accounting Date To: 01/31/2016</div><div>*PCA From: 04010 *PCA To: 04990</div><div>*Account From: 3011 *Account To: 9654</div></div>																																												
9.	<p>Check the Process Status. The Process List page displays.</p> <p>Click the Refresh button and continue clicking the <i>Refresh</i> button until the Run Status = Success and Distribution Status = Posted.</p>	<div><div>Process List</div><table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr><tr><td><input type="checkbox"/></td><td>812717</td><td></td><td>SQR Report</td><td>AOCRVRPT</td><td>julia.travis</td><td>04/12/2016 10:56:15AM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr></table></div> <div><table><tr><th>Run Status</th><th>Description</th></tr><tr><td>Queued</td><td>The process is waiting to run.</td></tr><tr><td>Initiated</td><td>The process has started.</td></tr><tr><td>Processing</td><td>The process is running.</td></tr><tr><td>No Success</td><td>The process did not run, call the Help Desk.</td></tr><tr><td>Warning</td><td>The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk.</td></tr><tr><td>Success</td><td>The process ran successfully.</td></tr></table><table><tr><th>Distribution Status</th><th>Description</th></tr><tr><td>Queued</td><td>The process is waiting to run.</td></tr><tr><td>NA</td><td>The process is still running.</td></tr><tr><td>Posted</td><td>The report has posted.</td></tr><tr><td>Not Posted</td><td>The report did not post, call the Help Desk.</td></tr></table></div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	812717		SQR Report	AOCRVRPT	julia.travis	04/12/2016 10:56:15AM EDT	Success	Posted	Details	Run Status	Description	Queued	The process is waiting to run.	Initiated	The process has started.	Processing	The process is running.	No Success	The process did not run, call the Help Desk.	Warning	The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk.	Success	The process ran successfully.	Distribution Status	Description	Queued	The process is waiting to run.	NA	The process is still running.	Posted	The report has posted.	Not Posted	The report did not post, call the Help Desk.
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10.	<p>Retrieve the Report. Click the Go back to Revenue Detail Activity Report link to return to the Report Request Parameters page.</p>																																													
11.	<p>The Process Detail page displays.</p> <p>Click the Report Manager link.</p>	<div>Run Control ID: Rev_detail_act Report Manager Process Monitor Run</div> <div><div>Report Request Parameters</div><div>Revenue Detail Activity Report</div><div>*Business Unit: JUD04</div><div>*Accounting Date From: 01/01/2016</div><div>*PCA From: 04010 *PCA To: 04990</div><div>*Account From: 3011 *Account To: 9654</div></div>																																												
12.	<p>Click the Administration tab.</p>																																													

13.

View the Report. The View Reports page displays.

Click the link of the report you wish to view that corresponds to the Process Instance Number that was run.

The report will open as a PDF file in a separate window. See below for sample output.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	775530	812717	AOC Revenue Bal Report	04/12/2016 10:56:23AM	Acrobat (*.pdf)	Posted	Details

14.



REVENUE DETAIL ACTIVITY REPORT

BUSINESS_UNIT: JUD04

PAGE NO: 1
RUN DATE: 12-APR-2016
 PCA FROM: 04010 PCA TO: 04990
 ACCOUNT FROM: 3011 ACCOUNT TO: 9654
 Acct Dt From: 01-JAN-2016 Acct Dt To: 31-JAN-2016

Treas. Code	Billing Invoice No	Typ MOP	Acctg Date	PCA	Accto	Amount	Journal Number	Journal Date	Journal Description	AY Year	Cust/Vend Name	Acct Rec Voucher#
003064		CRD	2016-01-05	04010	5457	-11.00	BI00116762	2016-01-06		AY2016		
003065		DEP	2016-01-06	04010	5457	-11.00	BI00116828	2016-01-07		AY2016		
003066		CRD	2016-01-07	04010	5457	-11.00	BI00116892	2016-01-08		AY2016		
003066		DEP	2016-01-07	04010	5457	-11.00	BI00116892	2016-01-08		AY2016		
003067		CRD	2016-01-08	04010	5457	-11.00	BI00116945	2016-01-11		AY2016		
003067		DEP	2016-01-08	04010	5457	-11.00	BI00116945	2016-01-11		AY2016		
003068		CRD	2016-01-11	04010	5457	-11.00	BI00117015	2016-01-12		AY2016		
003068		DEP	2016-01-11	04010	5457	-11.00	BI00117015	2016-01-12		AY2016		
003069		CRD	2016-01-12	04010	5457	-11.00	BI00117127	2016-01-13		AY2016		
003069		DEP	2016-01-12	04010	5457	-11.00	BI00117127	2016-01-13		AY2016		
003070		CRD	2016-01-13	04010	5457	-11.00	BI00117183	2016-01-14		AY2016		
003072		DEP	2016-01-15	04010	5457	-22.00	BI00117297	2016-01-19		AY2016		
003073		DEP	2016-01-19	04010	5457	-11.00	BI00117349	2016-01-20		AY2016		
003075		CRD	2016-01-21	04010	5457	-11.00	BI00117457	2016-01-22		AY2016		
003075		DEP	2016-01-21	04010	5457	-11.00	BI00117457	2016-01-22		AY2016		
003078		CRD	2016-01-27	04010	5457	-44.00	BI00117663	2016-01-28		AY2016		
003078		DEP	2016-01-27	04010	5457	-22.00	BI00117663	2016-01-28		AY2016		
003079		CRD	2016-01-28	04010	5457	-11.00	BI00117727	2016-01-29		AY2016		
003079		DEP	2016-01-28	04010	5457	-44.00	BI00117727	2016-01-29		AY2016		
003080		CRD	2016-01-29	04010	5457	-11.00	BI00117854	2016-02-01		AY2016		
003080		DEP	2016-01-29	04010	5457	-11.00	BI00117854	2016-02-01		AY2016		
5457 Monthly Activity:						-319.00						
003063		CRD	2016-01-04	04010	5460	-0.23	BI00116677	2016-01-05		AY2016		
003065		DEP	2016-01-06	04010	5460	-0.23	BI00116828	2016-01-07		AY2016		
003066		DEP	2016-01-07	04010	5460	-0.23	BI00116892	2016-01-08		AY2016		
003073		DEP	2016-01-19	04010	5460	-1.13	BI00117349	2016-01-20		AY2016		
003077		DEP	2016-01-26	04010	5460	-0.23	BI00117609	2016-01-27		AY2016		
003078		CRD	2016-01-27	04010	5460	-0.23	BI00117663	2016-01-28		AY2016		
003079		DEP	2016-01-28	04010	5460	-0.56	BI00117727	2016-01-29		AY2016		
003080		DEP	2016-01-29	04010	5460	-9.00	BI00117854	2016-02-01		AY2016		
5460 Monthly Activity:						-11.84						
003063		CRD	2016-01-04	04010	5466	-38.88	BI00116677	2016-01-05		AY2016		



Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.